

Questionnaire Sponsored By California Arts Council

Your answers to this questionnaire will be an important part of a study of the economic impact of the arts in California. We appreciate your taking the time to complete the form. Your answers will be completely confidential and anonymous.

Classification Information About Your Organization

1. Is your organization private tax exempt, private for profit, or part of government?

- ☐ Private for profit
☐ Private tax exempt 501(c)(3)
☐ Private tax exempt 501(c)(4)
☐ Private tax exempt - other
☐ Government – education
☐ Government – other
☐ Combination (specify)

☐ Other (specify)

2. Which category best describes the PRINCIPAL business of your organization? Please check only one category.

- ☐ Broadcasting
☐ Production/Crafts Cooperative
☐ Dance
☐ Film/Video/Media
☐ Education
☐ Services
☐ Exhibiting (museums, galleries, etc)
☐ Publishing/Literary
☐ Performance Facility
☐ Arts Council or Local Arts Agency
☐ Presenter
☐ Music
☐ Theater
☐ Festival
☐ Visual Arts
☐ Folk and Traditional Arts
☐ Multidisciplinary (specify)

☐ Other (specify)

Events and Activities of Your Organization

As precisely as possible please indicate below the number of arts related events and attendance at your organization's events for the most recently completed fiscal year. As a guide, the fiscal year needs to include months in 2002. Be sure to include both starting and ending month and year for your fiscal year. (The period must equal 12 months). Later on in this survey you will be asked to provide organizational revenue and expenditure data for the same time period.

3. The 12 month operating period for your organization is a

_____ Fiscal Year,
beginning _____ ending _____
(month/year) (month/year)

or _____ Calendar Year

Type of Event

- | | 4. Number
of Events | 5. Total
Attendance |
|--|--------------------------------|--------------------------------|
| A. Performance (music, dance, theatre, opera) | _____ | _____ |
| B. Visual Arts (exhibits) | _____ | _____ |
| C. Media Arts (film/video) | _____ | _____ |
| D. Literary Arts (presentations, publications) | _____ | _____ |
| E. Education (workshops/classes, art camp) | _____ | _____ |
| F. Festival & Fairs | _____ | _____ |
| G. Other (specify) | _____ | _____ |

6. Please estimate what percent of those attending the above events came from:

A. Within California _____%

B. Outside California _____%

Revenue of Your Organization

7. For each income or revenue source, please indicate the amount received during the most recently completed fiscal year (should be same dates as in Question 3 above). Please include the amount received from operations or activities in California and the amount received from outside of California.

Total Income Generated

	In California	Out of State
Operations Income		
A. Income from admissions-box office gate, showings, memberships, subscriptions	\$ _____	\$ _____
B. Concession sales-sale of artwork (your share of sale)	\$ _____	\$ _____
C. Concession sales-other merchandise, food/beverages	\$ _____	\$ _____
D. Rental Income	\$ _____	\$ _____
E. Tuition Income	\$ _____	\$ _____
F. Income from services and recordings	\$ _____	\$ _____
G. Royalties	\$ _____	\$ _____
H. Other income from operations (specify)		

\$ _____ \$ _____

	In California	Out of State
Other Income		
I. All federal government grants	\$ _____	\$ _____
J. All state government grants	\$ _____	\$ _____
K. All local government grants	\$ _____	\$ _____
L. Private grants—foundations, businesses, individuals, friends or auxiliary groups	\$ _____	\$ _____
M. Fundraisers	\$ _____	\$ _____
N. Investment income/endowment interest	\$ _____	\$ _____
O. All other gifts, donations, endowments (specify)		
	\$ _____	\$ _____

8. Considering all income from all sources during your most recently completed fiscal year, what is the grand total?

\$ _____

Grants or Donations Made by Your Organization

The expenditures of your organizations on goods, services, and operations are examined in detail later in the survey. But first, please indicate whether your organization makes grants or donations to other arts organizations or individual artists.

9. Please list the amount of grant money or other funds that your organization distributed during the most recently completed fiscal year (same dates as question 3 please) to nonprofit arts organizations, individuals, for-profit arts organizations, or schools.

	In California	Out of State
A. Nonprofit arts organizations	\$ _____	\$ _____
(monetary contributions only, please do not include in-kind)		
B. Others—individual artists, for profit organizations, schools, etc.	\$ _____	\$ _____

Wages and Benefits Expenditures, and Employment

On the Table below please list the number of personnel you employed during the most recently completed fiscal year (please use the same timeframe as question 3) including all artistic personnel hired on a contractual basis. Also provide an estimate of wages, salaries, and artistic fees paid.

Note 1: Do not include consultant services such as lawyers and accountants unless such consultants are part of your regular salaried staff. Fees paid for such services provided by outside organizations are requested later in the survey.

Note 2: Utilize the following definitions of full-time and part-time when responding:

Full-time workers refers to personnel that work 35 or more hours per week, year-round (allowing for normal vacation).

Part-time workers refers to personnel who:

- 1) work less than 35 hours per week year-round, or
- 2) work 35 or more hours a week, but less than year-round.

10. Please list the number of personnel you employed during the most recently completed fiscal year (please use the same timeframe as question 3) including all artistic personnel hired on a contractual basis. Also list the wages paid to personnel and estimate what percent of those wages were paid to California residents. Follow the definitions given on the previous page.

	Number of Employees				Wages Paid	
	Full-Time		Part-Time		Amount Paid	% of Wages Paid to CA Residents
	CA Residents	Out-of-State Residents	CA Residents	Out-of-State Residents		
A. Professional Admin	_____	_____	_____	_____	\$ _____	_____%
B. Professional Artist	_____	_____	_____	_____	\$ _____	_____%
C. Professional Other	_____	_____	_____	_____	\$ _____	_____%
D. All Other	_____	_____	_____	_____	\$ _____	_____%
E. Total	_____	_____	_____	_____		

11. Considering all of the above wages, salaries, and artistic fees, what is the total BENEFITS paid by your organization during the most recently completed fiscal year?

\$ _____

12. Considering all of the above wages, salaries, and artistic fees, what is the total local, state, and federal PAYROLL taxes paid by your organization during the most recently completed fiscal year?

\$ _____

Note 3: You are asked about employment in four categories: Professional Administrative, Professional Artistic, Other Professional, and All Other. Definitions for each of the four categories are included below. If an employee or contract artistic personnel is not specifically listed in the definitions below, include him or her in the category that seems like the best description.

Professional Administrative – includes executive and supervisory staff.

Professional Artistic – includes performers, musicians, composers, playwrights, choreographers, set designers, lighting designers, creative designers, guest artists.

Professional Other – includes curators, conservators, technical directors and producers, librarians, teachers, and other educators, lecturers, researchers, and authors-in-residence.

All Other – includes secretaries, clerical workers, typists, guides, front-of-house and box office personnel, technicians, stage hands, stage managers, wardrobe, etc.

13. Please give your best estimate of the number of volunteers and volunteer hours contributed to your organization during the most recently completed fiscal year performing such functions as clerical back-up, serving as a board member, fundraising, docents or ushers, etc.

_____ volunteers
_____ hours

Expenditures on Goods

14. Consider your spending on artistic properties and goods utilized by your organization including artwork, artifacts, scripts, scores, library materials, royalties, and copyrights. Please list how much was spent on such artistic properties and goods in the most recently completed fiscal year at the following types of organizations.

	For use in productions or exhibits		Purchased for resale	
	\$ Amount Spent In California	\$ Amount Spent Out-Of-State	\$ Amount Spent In California	\$ Amount Spent Out-Of-State
A. Nonprofit art gallery, publisher, auction	\$_____	\$_____	\$_____	\$_____
B. For profit art gallery, publisher, auction or private individuals	\$_____	\$_____	\$_____	\$_____

15. Please list your spending during the most recently completed fiscal year (same period as question 3 please) on the following categories of other goods. Spending can include fundraising expenses. If some of your spending does not fall into any of the categories provided below, identify the type of spending and its amount under "other" at the bottom of this section.

	\$ Amount Spent In California	\$ Amount Spent Out-of-State
A. Motor vehicles purchases (excluding leases)	\$_____	\$_____
B. Other capital equipment and machinery (furniture, office machinery, computers, photographic, lighting, wiring, sound, and electronic or industrial equipment)	\$_____	\$_____
C. Paper and other office supplies	\$_____	\$_____
D. Lumber, hardware, and construction materials	\$_____	\$_____
E. Textiles and apparel	\$_____	\$_____
F. Merchandise for sale (including food, drink, catering)	\$_____	\$_____
G. Other (please specify) _____	\$_____	\$_____
H. Total purchase of goods	\$_____	\$_____

Operating Expenditures

16. Please give us a breakdown of your non-personnel operating expenditures for your most recently completed fiscal year using the following table. Spending can include fundraising expenses. If some of your spending does not fall into any of the categories provided below, please identify the type of spending and its amount under "other" at the bottom of this section.

	\$ Amount Spent In California	\$ Amount Spent Out-of-State
A. Rental of facilities (including performance or exhibit spaces)	\$_____	\$_____
B. Mortgage payments	\$_____	\$_____
C. Utilities (telephone, gas, oil, electricity, water, and sanitary services)	\$_____	\$_____
D. Insurance	\$_____	\$_____
E. Interest payments on loans other than mortgages	\$_____	\$_____
F. Shipping, warehousing, courier, mailing & postage	\$_____	\$_____
G. Membership dues	\$_____	\$_____
H. Other (please specify) _____	\$_____	\$_____
I. Total non-personnel expenditures	\$_____	\$_____

Expenditures on Services

17. Please list your spending during the most recently completed fiscal year on the following categories of services. Spending can include fundraising expenses. If some of your spending does not fall into any of the categories provided, please identify the type of spending and its amount under "other."

	\$ Amount Spent In California	\$ Amount Spent Out-of-State
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A. Transportation for
travel (air, rail, car, etc.)

\$_____ \$_____

B. Other travel expenses
(lodging, meals, other)

\$_____ \$_____

C. Contracted construction—new facilities
and maintenance and repair. Include
general construction and contractor
services (carpentry, plumbing, electrical)

\$_____ \$_____

D. Contracted professional services (other
than insurance)—legal and accounting
services, architectural and engineering,
advertising, public relations & fundraising

\$_____ \$_____

E. Other contracted services—parking,
cleaning and security, commercial art,
photographic services, collection agencies,
personnel agencies, and computer services

\$_____ \$_____

F. Printing and
reproduction

\$_____ \$_____

G. Equipment
rental and leasing

\$_____ \$_____

H. Automotive
rental (for local use)
and leasing

\$_____ \$_____

I. Other (please specify)

\$_____ \$_____

J. Total purchases
of services

\$_____ \$_____

18. Considering all expenditures of all types during your most recently completed fiscal year (in questions 10-17 above), what is the grand total?

\$ _____

19. What is the total cost of construction and renovation projects that have been initiated by your organization during the last five years? Please include all that have been started and completed as well as those in progress currently.

\$ Amount Spent
In California

A. New construction \$ _____

B. Renovation, repair,
alteration, or remodeling \$ _____

20. What was the source of the expenditure information you provided in Questions 9 through 18?

☐ Audited financial report for
organization's most recently completed
fiscal year

☐ Internal, un-audited financial report for
organization's most recently completed
fiscal year

☐ Other (please specify)

Presenting Performances of Other Arts Organizations

21. Does your organization present the productions or performances of other arts organizations or groups? Please indicate yes or no below. Note that this question does not refer to artists your organization hires for its own productions (that subject was addressed in Question 10).

☐ Yes

☐ No

22. If your answer to question 21 was yes, please list the number of California arts organizations or groups whose productions or performances your organization presented in the most recently completed fiscal year (should be same dates as in Question 3 above).

☐ 0

☐ 11-15

☐ 1-2

☐ 16-20

☐ 3-5

☐ 21-30

☐ 6-10

☐ More than 30

Thank you very much for your participation.

Please list the following information in case further information is required.

Organization Name: _____

Organization Address: _____

Name of Contact Person: _____

Telephone Number of Contact Person: _____